1) Open the spreadsheet and select **Edit > Track Changes > Record** on the Menu bar, or press *Ctrl+Shift+C*. You can also use **File > Properties > Security** and select **Record changes**.

2) If you want to protect the spreadsheet, click **Edit > Track Changes > Protect** on the Menu bar. On the Protect Records dialog, type a password (twice) and click **OK**. You can also use **File > Properties > Security** and click the **Protect** button to open the similar Enter Password dialog. Guidelines for choosing a suitable password are contained in the Help.

Recording changes

To record changes, open the spreadsheet and make sure that the **Edit > Track Changes > Record** menu item has a check mark next to it, indicating that change recording is active.

⚠️ **Caution**

After making some changes, do **not** turn off change recording. Turning off change recording in Calc causes all the recorded changes to be accepted and no longer shown as changes. A message box will warn if you try to do this.

When changes are made in a cell, a colored border with a dot in the upper left-hand corner appears around the cell (Figure 413). A deleted column or row is marked by a heavy colored bar.

Figure 413: Edited document with red border on changed cells

To see the changed information, hover the mouse pointer over the changed cell. See Figure 414.

Figure 414: Showing details of the change

✅ **Note**

Some changes, for example cell formatting, are not recorded and marked.

ℹ️ **Tip**

To change the color that indicates a changed cell, select **Tools > Options > LibreOffice Calc > Changes** on the Menu bar.